

Scopulus

Disciplinary Procedure for Supervisors and

www.Scopulus.co.uk

**Managers,
Involved.**

1 Scope

1.1 This procedure

Scopulus

ers.

2 Principles

2.1 Wherever possible, or the severe below should be followed

www.Scopulus.co.uk

if this is not detailed

2.2 At any stage accompanied by the right to be informed

Scopulus

be and have the right to be informed.

2.3 The employee appeal arising from

www.Scopulus.co.uk

or any

2.4 No disciplinary action has been fully investigated

Scopulus

the case has

2.5 At every stage of the allegation before any decision

www.Scopulus.co.uk

the nature of the case to state their case

2.6 Prior to any stage of the procedure

Scopulus

which the

2.7 The employee allegations are

www.Scopulus.co.uk

pay while the

2.8 This Procedure warrants disclosure

Scopulus

s of a case

2.9 A criminal offence treated as an duty of the

www.Scopulus.co.uk

necessarily be relevant to the

2.10 An employee cases of gross

Scopulus

except in

2.11 Normally a Disciplinary interview.

www.Scopulus.co.uk

present at the disciplinary

2.12 Formal oral period to be

record for a period.

Scopulus

2.13 An employee taken
unreasonably

www.Scopulus.co.uk

3 Investigate

Scopulus

3.1 An appropriate
shall investigate
out if there
nature of
will also g
ed in the case,
igation is to find
will establish the
iate them. It

www.Scopulus.co.uk

3.2 As part of
have the right to
rviewed. They

Scopulus

4 Suspensions

4.1 An employee
investigation
Every effort
quickly as
ns are fully
iplinary action.
allegations as
on.

www.Scopulus.co.uk

4.2 Only man

Scopulus

4.3 At any time
issues or further
order to assist in
bonus, shift pay
available to atten
n order to clarify
me into work in
including any
their being
d.

www.Scopulus.co.uk

4.4 Suspensions
grounds on which
delivered by repre
representative if
s setting out the
s will be
oyee's

Scopulus

www.Scopulus.co.uk

5 The Disciplinary

5.1 If, after full
are grounds for c
belief that there
w will be held.

Scopulus

5.2 Once a decision
will be sent to the
interview), inform
cedure, a letter
iplinary

www.Scopulus.co.uk

- o the nature of the disciplinary
 - o the date,
 - o the right of the employee
- to be a
or a fellow

Scopulus

www.Scopulus.co.uk

Scopulus

- the names are
- the names of

view;

www.Scopulus.co.uk

5.3 Normally the manager (or the Personnel team if already on duty) will be conducted by

employee's of the employee could be ssal.

Scopulus

5.4 At the start of explain the purpose of the format of the interview

hearing will ns and the

www.Scopulus.co.uk

5.5 The manager witnesses.

call any

Scopulus

5.6 The employee respond to the allegations

their case and

www.Scopulus.co.uk

5.7 Both sides may exceptionally, the employee may be heard 'in camera'

ver, sment cases),

Scopulus

5.8 If at any time then the disciplinary later.

e checked reconvened

www.Scopulus.co.uk

5.9 When the manager they will summarise representative an opportunity the employee and the

discussed r their y. After this

Scopulus

5.10 The manager case. The manager action should

consider the disciplinary

www.Scopulus.co.uk

5.11 The manager decision.

ee of their

Scopulus

5.12 The manager decision:

making their

- the seriousness
- any previous
- the employee
- any mitigating

www.Scopulus.co.uk

5.13 The manager

Scopulus

www.Scopulus.co.uk

Scopulus

5.14 Where a c
of expected impr
consequence of f
be told that they

www.Scopulus.co.uk

formed, orally,
st for and
mployee will also

5.15 The detai
working days of

Scopulus

g within five

- o the date c
- o details of
- o the level
- o the impro
- o the time c
- o the right

www.Scopulus.co.uk

ciplined;

Scopulus

be addressed.

5.16 This lette
a witness, or by
shall be consider

www.Scopulus.co.uk

the presence of
ecorded delivery

5.16 The mem
interview

disciplinary

Scopulus

6 Stages in

6.1 Stage On

Normally
performance doe
for the warning,
letter confirming
for up to 6 mont
disregarded if th
the period that th
disciplinary actio

www.Scopulus.co.uk

conduct or
d of the reason
rovement. A
warning will last
e it will be
actory. If during
conduct, further

Scopulus

www.Scopulus.co.uk

6.2 Stage Tw

If the prob
or if a further of
written warning
satisfactory impr
warning will last
will be disregard

Scopulus

serious enough,
warning, a
if there is no
ne written
fter that time it
n satisfactory.

www.Scopulus.co.uk

6.3 Stage Th

If there is
satisfactory, a fir
to result if there
normally last for
to satisfactory pe

Scopulus

mance is not
dismissal is likely
arning will
regarded subject

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk

6.4 **Stage Four**

If conduct to fail to reach agreement (being gross misconduct without notice). In addition to the letter, the letter will also contain details of the employee's contract of employment terminated. If the employee's contract of employment is terminated, the letter will also contain details of the employee's contract of employment terminated.

employee continues to be employed, serious enough, the employee will be dismissed without notice. If the employee's contract of employment is terminated, the letter will also contain details of the employee's contract of employment terminated.

Scopulus

www.Scopulus.co.uk

6.5 **Gross Misconduct**

Gross misconduct is defined as a breach of the contractual relationship which is so serious that it is not possible to detail the employee's contract of employment terminated.

ough to destroy the contract of employment and make any further working relationship impossible to detail. The grounds of gross misconduct include:

- o fighting, or other violent behaviour, with another employee;
- o serious neglect of duty, or injury to the employer's property;
- o harassment or sexual harassment of an employee;
- o deliberate or recklessness refusal to obey a lawful instruction of the employer;
- o theft, fraud or dishonesty;
- o incapacity to perform the duties of the job;
- o irresponsible use of alcohol or drugs;
- o the individual's conduct is such that it is not possible to detail the employee's contract of employment terminated.

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk

st another employee; serious neglect of duty, or injury to the employer's property; harassment or sexual harassment of an employee; deliberate or recklessness refusal to obey a lawful instruction of the employer;

Scopulus

www.Scopulus.co.uk

This list of grounds of gross misconduct could include similar gravity, or the employee has brought the employer's name into disrepute. The employee may be suspended with pay during the investigation.

grounds of gross misconduct which are of similar gravity, or the employee has brought the employer's name into disrepute. The employee may be suspended with pay during the investigation.

If, on completion of the investigation, the manager is satisfied that the employee has committed gross misconduct, the employee may be summarily dismissed without notice. If, on the other hand, the manager is satisfied that the employee has committed a lesser form of misconduct, the employee may be dismissed with notice. The number of days of notice to be given will depend on the employee's length of service and this will be set out in the employee's contract of employment.

Scopulus

www.Scopulus.co.uk

the manager is satisfied that the employee has committed gross misconduct, the employee may be summarily dismissed without notice. If, on the other hand, the manager is satisfied that the employee has committed a lesser form of misconduct, the employee may be dismissed with notice. The number of days of notice to be given will depend on the employee's length of service and this will be set out in the employee's contract of employment.

Scopulus

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk

7 Appeals

7.1 An employee unreasonably has the appeal, in writing, to the letter confirming

n
submit their
of receiving

Scopulus

7.2 The purpose of the interview was approved

disciplinary

www.Scopulus.co.uk

7.3 Where disciplinary procedure shall normally

deal

Scopulus

7.4 Appeals will be handled by the Personnel department involved in the

of the
been

7.5 The Appeal Panel

e.

www.Scopulus.co.uk

7.6 Before the hearing the grounds for appeal shall be referred to the department to prepare documents to be gathered.

indicate the
the personnel
documents to be

Scopulus

7.7 This procedure shall be altered by the manager.

and altered by

www.Scopulus.co.uk

7.8 At the Appeal Panel there may be a union representative

adviser, who

Scopulus

7.9 The employee shall attend either personally or by a representative and submit additional

the manager,
on witnesses

www.Scopulus.co.uk

7.10 The manager shall refer the appeal to the employer

questions to

Scopulus

7.11 When the appeal is heard the manager shall summarise their appeal.

will summarise

7.12 The manager shall refer the appeal to the employer if it is withdrawn.

es have

www.Scopulus.co.uk

7.13 The manager shall refer the appeal to the employer if the appeal is upheld or a lesser penalty can be

part). If the
If the
d or a lesser

Scopulus

www.Scopulus.co.uk

Scopulus

7.14 The empl
personnel
to the emp
upheld, an
lesser pen
action cor
shall be n

www.Scopulus.co.uk

member of the
en be confirmed
ry action is
o substitute a
e disciplinary
d the employee

Scopulus

7.15 The decis
appeal ag

www.Scopulus.co.uk

can be no

8 Exclusion

8.1 This disc

Scopulus

- a. whose Co
expired;
- b. who have
beyond t

www.Scopulus.co.uk

se terms have
extended
pired.

Scopulus

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk

Scopulus

www.Scopulus.co.uk